

Creating Suggested Passwords

1. Open GradeBook and go to the Attendance area of a teacher's class.
2. Using the mouse, select the entire list of students, including the area of the sheet that is used to report attendance. Click at the first letter of the first name and drag to the last attendance box right above the Save button.
3. Right click in the highlighted area, and click copy.
4. Open Excel and click on the first cell. (This same sheet can be used repeatedly to list the entire school, or you can create a new sheet for each class.)
5. Right click and Paste.
6. Select and copy the names in the first column.
7. Click the Office Button and create a new spread sheet. (This sheet can be use to accumulate the entire school population, or you could work with each class on separate sheets.)
8. Paste Names in the first available cell.
9. Create a second column of student names by right clicking cell B1 and clicking Paste
10. Click the data tab.
11. Click the text to columns button.
12. Click next (with delimited selected--the default)
13. Check the box in front of the Comma delimiter.
14. Check the box in front of the Space delimiter.
15. Click Next
16. Click Finish
17. Right Click on the C at the top of the third column and then click Insert.
18. Click the B at the top of the second column to highlight the last names.
19. Click the Text to Columns button.
20. Check the box in front of Fixed Width
21. Click next
22. Click the Data Preview bar at the second position to indicate where to split the name.
23. Click next
24. Click Finish
25. Click OK
26. Click the D at the top of the fourth column to highlight first names
27. Click the Text to Columns button
28. Click next (Delimited)
29. Check the box in front of Fixed Width
30. Click next
31. Click the Data Preview bar at the third position to indicate where to split the name.
32. Click next
33. Click Finish
34. Click OK
35. Go to the first cell in column F
36. Type =(
37. Click cell D1 (the first three letters of the first name)
38. Type &
39. Click cell B1 (the first two letters of the last name)

40. Type "&"1") (The number is the grade level)
41. Click the check mark above the spreadsheet and below the ribbon to close the formula.
42. Click on the small black box in the bottom corner of the selected cell and drag it to the bottom of the list of names. Release the mouse button.
43. Format the sheet the way you would like it to look. You could widen column A to include the name on one line. You may want to Hide columns B through E. Add headings and grade levels that you may wish to include.
44. Voila!